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DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817, BOX 1
FPO AE 09622-1000

NAVSUPPACT NAPLES INST 11240.19F SU:DJP

1 6 JUL 1997

NAVSUPPACT NAPLES INSTRUCTION 11240.19F

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: REGULATIONS CONCERNING REGISTRATION OF PRIVATELY OWNED MOTOR VEHICLES

Ref: (a) NATO Status of Forces Agreement

(b) CINCUSNAVEURINST 5840.2C/USAFEI 36-101/USAREUR REG 550-32

Encl: (1) Military Registration and Certificate of Title

(2) Sample of Quarterly Report

(3) Sample of Monthly Report

(4) Automobile Safety Inspection Form

(5) Motorcycle Safety Inspection Form

- 1. <u>Purpose</u>. To prescribe uniform procedures for the registration of privately owned motor vehicles (POV's) under the provision of reference (a) and guided by reference (b).
- 2. Cancellation. NAVSUPPACT NAPLES INST 11240.19E.
- 3. Applicability. Except for personnel assigned or attached to an accredited diplomatic mission, these instructions apply to all U.S. Department of Defense, military and civilian personnel and their dependents, and North Atlantic Treaty Organization nationals (except Italian nationals) utilizing Motor Vehicle Registration Office (MVRO) facilities in Italy. Failure to comply with these provisions may subject violators to disciplinary action under the Uniform Code of Military Justice (UCMJ) or adverse administrative action, such as suspension or revocation of customs-free POV privileges.
- 4. <u>Definitions</u>. For the purpose of this instruction, the following definitions apply:
- a. Privately Owned Motor Vehicle. Any non-official motor driven, wheeled conveyance used to carry passengers and/or cargo

including jeeps, station wagons, trucks, automobiles, buses, vans, motorcycles and motor scooters (regardless of engine size).

- b. Type I Vehicle. Vehicle imported on a temporary basis, free of duty, IVA taxes and road tax for the duration of the tour in Italy. This is a privately owned motor vehicle for the personal use of the member and his/her bonafide dependents. The Type I vehicle creates the allowance for tax-free fuel and is the only vehicle authorized to use tax-free products.
- c. Type II Vehicle. An additional vehicle, free of duty and IVA tax, but subject to payment of road taxes established by the Italian Government.
- d. Force. Personnel belonging to the land, sea, or air armed services of a NATO Contracting Party when in the territory of another NATO Contracting Party in the North Atlantic Treaty area in connection with their official duties, provided that the two Contracting Parties concerned may agree that certain individuals, units, or formations shall not be regarded as constituting or included in a "force" for the purpose of the NATO Status of Forces Agreement (SOFA).
- e. Civilian Component. Civilian personnel accompanying a force of a Contracting Party who are in the employ of an armed service of that Contracting Party; and who are not stateless persons, nor nationals of any state which is not a party to the North Atlantic Treaty, nor nationals of, nor ordinarily resident in, the state in which the force is located.
- f. Civilian Personnel. Personnel contemplated in Article 6 of the Bilateral Infrastructure Agreement which covers, in addition to the "civilian component" of a force, persons such as those listed below, who are closely affiliated with the United States Armed Forces and under their authority, but not employed directly by them, on the condition that the presence of such persons in Italy are recognized by both governments as necessary in connection with the functioning of the installations:
- (1) Employees of other United States Government Departments.
- (2) Essential personnel of the USO, schools, post exchanges, commissaries, credit unions and American Red Cross.

(3) Technical representatives of firms having special relations with the United States Armed Forces, when such persons come to Italy for other than temporary visits.

5. Registration of Vehicles.

- a. Each MVRO will be responsible for accepting, inspecting, and registering vehicles temporarily imported into Italy by members of the force or civilian component.
- b. The registration document (enclosure (1)) is the only document required.
- c. For customs purposes, registration will be accomplished only once, when the vehicle enters Italy, or when the vehicle is initially registered as Allied Forces Italy (AFI). The registration will be validated annually by the cognizant MVRO, but the original registration document need not be renewed.
- d. All vehicles, including second vehicles, owned by U.S. Forces and NATO members in Italy must be registered at the cognizant registration office. These vehicles must be registered in the name of the sponsor only.
- e. Each MVRO will create and maintain all records necessary to document the temporary importation and disposition of vehicles. Information to be maintained will include:
- (1) Registration number (The license plate number remains the same for the duration of the importation);
 - (2) Name of owner.
 - (3) Make and model of vehicle.
 - (4) Vehicle identification number (VIN).
 - (5) License plate number (same as registration number).
 - (6) Date of entry into Italy.
 - (7) Value of the vehicle at the time of import.
 - (8) Identification of liability insurer.

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- (9) Copy of importation/denationalization customs document.
- f. The MVRO will issue a registration form (enclosure (1)) to the vehicle owner. The form will bear the command's dry seal, and will document the vehicle's temporarily imported status.
- g. If customs duties become due on a stolen vehicle, the appropriate Italian customs will submit a request for payment to the applicable MVRO. The request will identify the stolen vehicle and state the amount of duty owed. The MVRO will then forward the request for payment to the central MVRO (CMVRO) in Naples. Payment may be made from the funds collected as described in paragraph 10a.
- h. Both Type I and Type II vehicles must be registered in the name of the sponsor. A distinctive AFI license plate will be issued.
- 6. <u>Documents Required for Registration</u>. All applicants for vehicle registration should report to the cognizant MVRO with the following documents:
- a. Original title and/or registration documents issued by the authority under whose jurisdiction the vehicle was previously operated.
- b. Proof of insurance providing the minimum specified coverage as follows:
 - (1) Lire 1,500,000,000 total per accident
 - (2) Lire 1,500,000,000 per person for personal injury
 - (3) Lire 1,500,000,000 against property damage
- c. Driver License. NATO personnel, U.S. members and/or any of their bonafide dependents 18 years of age and over, are required to have both a valid U.S. license from their state or territory, and a U.S. Forces in Italy Motor Vehicle Operator's license (or equivalent documentation), in order to drive an AFI-plated vehicle.
- d. Proof of Eligibility. Military identification and proof of command assignment (Permanent Change of Station (PCS) orders)

or statement signed by the cognizant administrative or civilian department head which indicates the nature, date of commencement and duration of employment, nationality, local address, official address and data relative to passport, is required as proof of eligibility. The statement must clearly specify the status of a civilian employee (i.e., whether they are part of the civilian component accompanying the force, as defined in reference (a)).

- e. Required Forms. All vehicles must have one of the following forms: AE 302 Import/Export Customs Document; T-1 Customs Movement Document; A-54 Denationalization Form; or any other customs document used for clearance.
- f. Each registrant will be required to sign a statement appointing the cognizant Motor Vehicle Registration Officer as an attorney-in-fact who will be authorized to dispose of the vehicle by scrapping if the registrant has departed the overseas station on PCS orders, 45 days have elapsed without proper clearance from the MVRO, or the vehicle has been abandoned or not properly disposed.

7. Restrictions on Registration and Operation of Vehicles.

- a. No individual may register an AFI-plated vehicle to be used primarily by persons other than the registrant or his/her bonafide dependents.
- b. Vehicles must remain intact. If a vehicle becomes inoperative or inactive, MVRO must be notified as soon as possible. Stripping of equipment and selling of parts is STRICTLY PROHIBITED.
- c. Alteration of body, change of serial or motor number, or change in the color of the vehicle shall not be accomplished without first receiving authorization from the cognizant MVRO.

8. Reports.

a. Quarterly. Within twenty days following the end of each quarter (20 January, 20 April, 20 July, and 20 October), each MVRO will provide a report of AFI-plated vehicles to the local designated customs office, and forward a copy to MVRO Naples. The report (enclosure (2)) will list all AFI-plated vehicles and

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give a summary of changes since the last report. The summary will:

- (1) List all vehicles imported, exported, stolen, abandoned, sold to ineligible purchasers, or scrapped since the last report.
- (2) Contain a declaration that payment will be made for duties due on improperly disposed vehicles.

Additionally, customs officials are to visit each MVRO quarterly to review registration records and ensure compliance with Italian law.

b. Monthly. A report will be submitted to the CMVRO (enclosure (3)) documenting the number of AFI-plated vehicles in circulation. The report is required to confirm the amounts of tax-free gas consumed in relation to the number of vehicles in circulation.

9. License Plates.

a. Description and Assignment

(1) AFI License Plates. All eligible personnel attached to NATO and U.S. commands in Italy will be issued AFI license plates for Type I and Type II vehicles registered. License plates for Type I vehicles have black letters on a white background and bear the letters AFI, followed by a one-letter prefix identifying the Italian area, followed by five numerals. License plates for Type II vehicles have white letters on a black background and bear the letters AFI, followed by the numeral 2, followed by a one-letter prefix as described above, followed by four numerals.

(2) Letter prefixes are:

- C for Catania
- H for Cagliari
- L for Livorno
- N for Naples
- S for La Spezia
- U for Aviano
- W for Verona (official vehicles only)
- V for Vicenza
- X for La Maddalena

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- b. Loss of License Plates. Immediately upon loss, theft, or rendering illegible of either or both of the license plates issued, the registrant shall report to the cognizant MVRO with the Certificate of Military Title and Registration Record. New plates must be purchased and the above documents appropriately modified. A new registration record must be purchased for the new plates, and all costs will be borne by the registrant.
- 10. $\underline{\text{Fees}}$. The following fees are applicable for the AFI vehicle registration.
- An initial one-time registration fee of Lire 30,000 per vehicle will be assessed. This fee applies when a vehicle is initially registered or sold to another authorized member, not when the same owner changes from white to black plates or viceversa. The fee is to be deposited into a centralized nonappropriated fund account, the NAVSUPPACT Naples General Services fund managed by the NAVSUPPACT Naples Comptroller. All sites collecting fees will ensure that funds collected are deposited on a monthly basis. The fee will serve as an assurance for payment of claims for customs duties on stolen vehicles, and may be adjusted annually to reflect current claims. It is a command responsibility to take all measures to ensure customs duties due because of abandonment or improper disposition are paid for by individual vehicle owners, not the fund. Fees due on improperly disposed vehicles will only be paid by the fund after all avenues of resolution have been exhausted. The final approving authority for disbursements from the fund is the Commanding Officer, U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples).
- b. AFI License Plates. The fee for an AFI license plate is borne by the registrant and is currently set at \$5. The fee is charged to cover the cost of procurement of the plate and is subject to change based on actual cost. The plate fee is also a one-time fee payable at initial registration. The plate will remain valid until the vehicle is shipped, scrapped, or properly disposed.

11. Mechanical and Safety Inspection

- a. All AFI-plated vehicles must undergo a mechanical and safety inspection by personnel certified and designated by the respective installation commander, at the following times:
 - (1) Upon initial application for AFI plates.
- (2) Upon transfer of title to another eligible member. If inspection is less than two months old, this can be waived at time of transfer.

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(3) Annually.

b. Any vehicle that fails to pass a safety inspection will—not be registered or sold unless discrepancies are corrected. If after 30 calendar days the vehicle has not passed inspection, members must dispose of the vehicle through local scrapping procedures. Safety inspections must be accomplished no more than 15 days in advance of the date the member physically comes into register the vehicle. See enclosures (4) and (5).

12. Disposition of Type I and Type II Vehicles.

a. Type I and Type II vehicles may only be disposed of by one of three methods:

(1) Exportation

- (a) Shipment on PCS Orders. The registrant will report to the cognizant MVRO with a copy of his/her orders and gas card and will execute a departure request. After the vehicle has been turned into the POV lot, the registrant will return a copy of the shipping document to MVRO and complete the check-out process.
- (b) Departure from Italy by Driving Across a Land Frontier. Individuals selecting this method will report to the cognizant MVRO with a copy of their orders, gas card, and execute a departure request. Each individual will be issued their Military Registration/Certificate of Title. For personnel traveling through Greece, Turkey, or Switzerland, an English/Italian translation will accompany this document.
 - (2) Sale to another eligible individual.
- (3) Scrapped. Should the owner of a Type I or Type II vehicle decide to dispose of the vehicle by scrapping, this must be done by turning the vehicle into an authorized scrapper via the local MVRO. Owner will ensure all road taxes are current, gas card has been returned, and that all parts are mounted on the vehicle. Privately owned vehicles must be taken to the authorized scrapper with a copy of the Military Registration/Certificate of Title. The scrap lot will in turn, give the member a receipt that must be returned to MVRO for vehicle clearance.

- b. A Power of Attorney to another service member is not an authorized form of vehicle disposition, and will only be accepted in cases of emergency (i.e., early return due to medical reasons, deployment, etc.). The Power of Attorney will be issued for a period of ninety days. If the vehicle is not properly disposed during the period of the Power of Attorney, it must be scrapped.
- 13. Situations Not Covered by This Instruction. It is recognized that situations may arise that cannot be resolved by reference to this directive, and that this instruction cannot be all encompassing. Specific cases not covered by this instruction should be referred to the CMVRO or Commanding Officer, NAVSUPPACT Naples, for resolution.

Distribution:

NAVSUPPACT NAPLES INST 5216.4T

Lists: I; II; III; III-A; IV (less 1.);

V (less 1.); VI; VII

Copy to:

CINCUSNAVEUR (2 copies)

MILITARY REGISTRATION AND CERTIFICATE OF TITLE OF MOTOR VEHICLE (Not Transferable) REGISTRAZIONE E TITOLO DI PROPRIETA MILITARE VEICOLI A MOTORE (Non Trasferibile)

TYPED NAME, GRADE AND ORGANIZATION OF ISSUING OFFICER

NAVEURGEN 11240/3 (New 4-74)

REGISTRATION NUMBER NUMERO DI REGISTRAZIONE AFI-2N-14473

myrofrm5.rpt

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Fnclosure

Date of Registration: 21 Aug 96

iginal will be given to the owner of the vehicle. When completely filled out and signed by the owner and issuing officer, this certificate may be used a evidence of ownership. After signature of the U.S. Port of Debarkation Officer, this certificate should be surrendered, if required, upon application for registration and/or title in state of residence in the United States. All liens or encumberances against the vehicle must be shown.

L'orignale sarà consegnato al proprietario del veicolo. Quando sarà completamente riempito e firmato dal proprietario e dall'Ufficiale Emittente, questo certificato portrà essere usato quale testimonianza, di propietà. Dopo la firma dell'Ufficiale del Porto di Sbarco, questo certificato dovrà essere consegnato, se richiesto, contro domanda della registrazione e/oppure del titolo di proprietà nello stato in cui si risiederà. Tutti i mutui ed ipoteche sul veicolo dovranno essere indicati.

FOR USE BY MILITARY AND CIVILIAN PERSONNEL PER USO DEL PERSONALE MILITARE E CIVILE SECTION I - VEHICLE DESCRIPTION - SEZIONE I - DESCRIZIONE DEL VEICOLO MAKE (as given by manufacturer) SERIES OR MODEL letter or No.1 MARCA ANNO (quello dato dal fabbricante) SERIE O MODELLO (lettere o N.) **OLDSMOBILE** 1990 CALAIS NEW USED KIND OF BODY COLOR NUOVO **USATO** TIPO DI CARROZZERIA COLORE X SEDAN BLUE SERIAL NUMBER ENGINE NUMBER HORSEPOWER NUMERO DEL TELAIO NUMERO DEL MOTORE **CAVALLI - VAPORE** 1G3NL54VOLM778951 17 NUMBER OF CYLINDERS WEIGHT (Shipping) NUMERO DEI CILINDRI PESO (di spedizione) 1143 Port of Entry Date of Entry Method of 'hip's Name Value in Lira **NAPOLI** 08/26/94 SHIP GONAUT SECTION II -1 - PROPRIETA NAME OF OWNER (Lastname, first name, middle initia) NOME DEL PROPRIETARIO (Cognome, nome ed in) **?VICE NUMBER** MERO DI MATRICOLA 430395818 AMS1/ E6 / NAVY MILITARY ADRESS OF OWNER INDIRIZZO MILITARE DEL PROPRIETARIO **NERRA** SECTION III - SSOURCE ..P - SEZIONE III TITOLO DI PROPRIETA **PURCHASED FROM** (Name of Individual or company) ACQUISTATO DA (Nome della persona o della Compagnia) OASC LTD. **RXM205** ADDRESS OF SELLER (State or Country) DATE OF PURCHASE INDIRIZZO DEL VENDITORE (State o Nazione) DATA DI ACQUISTO AR, USA 10 Jul 1990 SECTION IV - LIEN LIEN IN FAVOR OF (Name and address) **AMOUNT OF LIEN** DISPOSED OF (Signature) SECTION V - CERTIFICATIONS CERTIFICATE A I CERTIFY THAT THE INFORMATION HEREON IS TRUE AND CORRECT SIGNATURE OF OWNER TYPED NAME **EVERT A PINTO** CERTIFICATE B THEY THAT THE CERTIFICATE OF TITLE WAS ISSUED BY ME ON 09 Sep 94 NAVSUPPACT NAPLES ITALY DATE OFFICE OF ISSUE SIGNATURE OF AUTHORIZED ISSUING OFFICER

WILBUR L. COFFMAN

SECURITY OFFICER

(SAMPLE)

15 Oct 99

From: Motor Vehicle Registration Office, NAS Sigonella To: Catania Customs Office, Italian Ministry of Finance

Subj: QUARTERLY REPORT OF AFI REGISTERED VEHICLES FOR NAS SIGONELLA

Ref: (a) NAVSUPPACT NAPLES INSTRUCTION 11240.19F

- 1. In accordance with reference (a), the following is provided for the period of 1 July to 30 September 1999:
 - a. AFI Vehicles Currently in Circulation:

Tag Nbr	Make	Model	VIN	Owner
C-XXXX	Mazda	Miata	XXXXXXXXXXXXXXX	Jones
C-xxxx	Ford	Escort	XXXXXXXXXXXXXXX	Smith

b. AFI Vehicles Imported:

Tag Nbr	Make	Model	VIN	Date	Owner
C-XXXX	Ford	Explorer	XXXXXXXXXXXXXXX	6 July	Thompson
C-XXXX	Mercedes	190-E	XXXXXXXXXXXXXXX	12 July	Yates

c. AFI Vehicles Exported:

Tag Nbr	Make	Model	VIN	Date	Owner
C-XXXX	Chrysler	Jeep	XXXXXXXXXXXXXXXX	23 July	Johnson
C-XXXX	Volvo	850	XXXXXXXXXXXXXXXX	13 August	Gump

d. AFI Vehicles Stolen: (Police reports attached)

Tag Nbr Make Model VIN Date Owner C-xxxx Ferrari Testarossa XXXXXXXXXXXXXX 1 August Bucks

e. AFI Vehicles Abandoned:

Tag Nbr Make Model VIN Date Owner None

f. AFI Vehicles Sold to Ineligible Purchasers:

Tag Nbr Make Model VIN Date Owner None

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g. AFI Vehicles Scrapped:

Tag Nbr Make Model VIN Date Owner C-XXXX Fiat Uno XXXXXXXXXXXXX 15 August Russo

- 2. All records concerning above listed vehicles are located at the NAS Sigonella MVRO and are available for your review.
- 3. Declaration: Any customs fees or duties that may become due because of stolen vehicles will be paid from a fund administered by the central Motor Vehicle Office in Naples.

I. M. HAPPY

Copy to: Central MVRO, Naples

1 6 JUL 1997

(SAMPLE)

From: Motor Vehicle Registration Office, NAS Sigonella

To: Central Motor Vehicle Registration Office, NAVSUPPACT

Naples

Subj: MONTHLY REPORT FOR JULY 1999

Ref: (a) NAVSUPPACT NAPLES INST 11240.19F

- 1. In accordance with reference (a), the following information is provided:
 - a. Number of Vehicles Registered:
 - (1) AFI Type I: 115
 - (2) AFI Type II: 025
 - b. Number of Registrations Cancelled:
 - (1) AFI Type I: 89
 - (2) AFI Type II: 22
 - c. Total Number of Vehicles Registered Effective 31 July:
 - (1) AFI Type I: 2244
 - (2) AFI Type II: 655

I. M. HAPPY

AUTOMOBILE SAFETY INSPECTION FORM

All vehicles entering NAVSUPPACT, Naples areas of responsibility will conform to the provisions of NSA NAPLES INST. 11240.26B. Vehicles that do not conform to standards in this instruction will be denied entry decal and/or temporary pass and ration card.

Date	Tag No	Make	Model	Year	Owner			
							Recommend	
Inspection: Pa	issed Fa	iled	You have	30 90	days 🗀	for reinspection	scrapping	
LIGHTS:		Defect:						
Passed	Failed							
HORN:		Defect:						
Passed	Failed							
BRAKES:		Defect:						
Passed	Failed							
MIRRORS:		Defect:						······································
Passed	Failed							
TIRES and \	WHEELS:	Defect:						
Passed	Failed			•		•		
WHEEL ALI	GNMENT:	Defect:			1/			
Passed	Failed			n	,			
WINDSHIEL	D WIPERS:	Defect:			,			
Passed	Failed							
WINDSHIEL	D and GLASS:	Defect:		7				
Passed	Failed							ļ
EXHAUST S	YSTEM:	Defect:	/	\				
Passed	Failed		(
PAINTING a	nd MARKING:	Defect:						
Passed	Failed							
BODY and F	RAME:	Defect:						
Passed	Failed							
SUSPENSIO	N:	Defect:						
Passed	Failed							
SEATS AND	SEATBELTS:	Defect:						
Passed	Failed							
	ind FIRST AID:	Defect:						
Passed	Failed							
SPEEDOME	\	Defect:						
Passed	Failed							
OTHER:		Defect:						
Passed	Failed							
MILEAGE:		Name of I	nspector			Signature		
								ĺ

MOTOR VEHICLE REGISTRATION OFFICE

MOTORCYCLE SAFETY INSPECTION FORM

All vehicles entering NAVSUPPACT, Naples areas of responsibility will conform to the provisions of NSA NAPLES INST. 11240.26B. Vehicles that do not conform to standards in this instruction will be denied entry decal and/or temporary pass and ration card.

Date	Tag No	Make	Model	Year	Owner			
							Recommend	
Inspection: P	assed Fa	ailed	You have	30 9	0 days	for reinspection	scrapping	
LIGHTS:		Defect:						
Passed	Failed							
HORN:		Defect:						
Passed	Failed			***				
BRAKES:		Defect:						
Passed	Failed			·				
MIRRORS:		Defect:						
Passed	Failed							
TIRES:		Defect:						
Passed	Failed							
WHEELS:		Defect:			Ju			
Passed	Failed				1			
LEVERS / C	CABLES:	Defect:			· ′			
Passed	Failed			f				
HANDLEBA	RS/STEERING:	Defect:		: '				
Passed	Failed							
MUFFLER:		Defect:		(,				
Passed	Failed			,				
FOOT RES	TS:	Defect:						
Passed	Failed							
SUSPENSIO	ON:	Defect:					-	
Passed	Failed							
FRAME:		Defect:						
Passed	Failed							
SEAT:		Defect:						
Passed	Failed							
CLUTCH:		Defect:						
Passed	Failed							
SPEEDOME	ETER:	Defect:			-			
Passed	Failed			P. 2011 P.M.				
CHAIN/SPR	OCKET/BELT:	Defect:						
Passed	Failed							
TUEL TANK		Defect:						
Passed	Failed							

MOTOR VEHICLE REGISTRATION OFFICE